

Forum

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FROM THE EDITOR

APPLEWORKS AND THE APPLE IIx

by Cathleen Merritt, Editor

Don't tell anyone, but Apple is about to market a new computer in the Apple II line. If you're surprised by the news, perhaps you haven't been reading The New York Times, the Wall Street Journal, A+ magazine, InCider or InfoWorld carefully. Apple just doesn't seem able to keep a secret...and word of the new Apple is out.

What does the IIx (the apparent code name for the new machine) mean to AppleWorks users? The answer probably depends on Apple's perception of our willingness to purchase a new machine to add features to our program.

So, Apple Company, consider this list...and maybe, just maybe, we faithful AppleWorks users will be customers for your new machine...if there is a new AppleWorks that uses its power.

How about giving us:

1. A pop-up dictionary with at least 40,000 words that automatically checks the spelling of each word as it is typed.
2. A pop-up thesaurus to provide synonyms.
3. An AppleWorks module that lets you prepare outlines (à la ThinkTank) and is integrated with the AppleWorks word processor.
4. The ability to do tables of contents, indices and multiple line footnotes, footers and headers.
5. The ability to show more than 80 characters on a line on the screen in all applications. Perhaps higher resolution capacities in the new machine and a better monitor will support more characters per line.
6. A multiple record layout in the data base that scrolls horizontally.
7. The ability to create multiple page records in the data base.
8. The capability to add fields to a data base without destroying all custom layouts and report formats.
9. Three dimensional spreadsheets...or at least the ability to link spreadsheets (à la Multiplan) and consolidate spreadsheets (à la Supercalc-3a).
10. Mouse control of the cursor.

11. Keyboard macros with a "keystroke capture" feature.

12. A fully integrated communications module and some of the other tools now available from outside vendors.

I'm not being imaginative in this list; many of these features are already available as add-ons to AppleWorks from outside vendors. They're also commonplace in MS-DOS packages. But AppleWorks is powerful and easy to use.

There aren't many programs that sell computers; it usually works the other way around. However, it is claimed that Visicalc sold more Apple II's than any good salesman. PageMaker is selling Macintosh computers to the desktop publishing market. Will a new AppleWorks help sell the IIx?

LETTERS

Dear Cathleen,

HELP!!! I called the first chapter of my thesis "INTRO" and saved it on a disk. Now I thoughtlessly named another document "INTRO" and saved it on the same disk. Of course my original is now gone. Is there anything I can do to recover the lost file?

Debbie Montante
Rochester, New York

[Ed: You're in luck, Debbie. If you stopped saving files on your disk after you unintentionally "overwrote" your important document, you probably can recover your earlier work. ProDOS doesn't actually delete a file until it needs the disk space. Unless you overwrite the file you "deleted", that file is still on your disk. But you'll need Copy II+ or some other program with an "undelete" function to get it back. I'll walk you through the process using Copy II+ version 6.4, but you should be able to generalize the procedures to other programs.

1. Leave AppleWorks and boot Copy II+.
2. Select "Undelete files" from the Copy II+ menu.
3. Follow the screen prompts to identify the slot and drive with the file you want to recover.

F o r u m

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4. Copy II+ shows you a list of deleted files still on the disk catalog. The file you inadvertently deleted should now be listed on your screen. (The file name on your screen will probably be slightly different than the name you used when you originally saved your file, but you should recognize the file). Select the file(s) you want to restore by moving the highlight to the appropriate line(s) and pressing the RETURN key. When you've marked the files you want to recover, press the letter "G" (for "GO"). Those files will be restored to your disk.

5. Boot up AppleWorks. The previously deleted file should now be on your disk catalog...and NOW you can make the backup you should have made earlier.]

Dear Editor:

I have a Radio Shack Daisy Wheel II printer. It's an excellent, fast, letter quality printer. Can I use the DWII with my Apple IIc computer to print my AppleWorks documents? Where do I get a cable to connect the printer to my Apple?

Rose Ryland

[Rose: Yes, you can use your Radio Shack Daisy Wheel II printer with your Apple IIc and AppleWorks. Warren Williams, a frequent contributor to this newsletter, uses that same combination of equipment. Here's his reply to your letter:

I like my Apple IIc/DWII printer combination but there are two problems in using the DWII with the Apple IIc and AppleWorks. Fortunately, both are easily resolved.

First, you need to solve a hardware problem. The DWII is a parallel printer and there is no parallel printer port on the IIc, so you'll need a serial to parallel printer adapter. I recommend "The Pac" from MicroSci (I bought mine from The Learning Center in Ann Arbor for about \$80). "The Pac" is designed to work with the IIc; it has one connector that plugs into your IIc printer port and another connector that plugs into the Centronics port in the back of your Radio Shack printer. Make certain you buy the version of "The Pac" that is designed for Epson printers; I tried the standard version and couldn't get it to work properly with my DWII/IIc combination.

[Ed: "The Pac" allows you to use almost any parallel printer with an Apple IIc. Of course, if you have a IIe and want to use a parallel printer such as the Radio Shack unit, buy a parallel printer interface card and you won't need the serial-to-parallel converter.]

Next, set up AppleWorks so it knows the control codes used by the DWII. Follow the guidelines suggested in last month's Printer Primer, with one exception: the DWII and most early Radio Shack printers generate their own line feeds every time they receive a carriage return. You will get double spacing when you use these printers with AppleWorks...even if you respond "No" to the "Needs line feeds after carriage return" prompt on the printer menu. You have to turn off the automatic line feed within the printer. Here's how:

The table in the printer manual shows that the decimal values of the control codes to "enable carriage return only" is 27,21. Using the suggestions in last month's Printer Primer, you find that a decimal 27 is the same as an ESCape and a decimal 21 is the same as a Control-U. You have to send an ESCape followed by a Control-U to the printer before it starts to print. Here's one way to accomplish this:

You'll only use your DWII at 10 characters per inch (cpi) and 12 cpi. So put the command string ESCape Control-U at the beginning of the command string that defines 10 cpi on the custom printer control codes menu. Therefore, the command string for 10 cpi becomes ESCape Control-U ESCape Control-O (the ESCape Control-O is the same as decimal 27,15...the command to the printer to turn on 1/10" spacing...or 10 cpi). The command string for 12 cpi becomes ESCape Control-U ESCape Control-P. Your printer will then receive the ESCape Control-U combination that turns off the extra line feeds whether you print at 10 or 12 cpi.

The replacement for the DWII is the DW510 printer that uses most of the same control codes as the DWII. But the DW510 has a switch inside that lets you turn off the extra line feed and eliminates the need for the ESCape Control-U sequence.

Those of you wanting a high quality, fast (about 42 cps), heavy duty (the unit weighs about 60 pounds) daisy wheel printer should consider the DW510. I paid \$1900 for my earlier version, the DWII...but Radio Shack sold some of the newer DW510's at a warehouse sale in Detroit last month for \$395!]

NOTES FROM APPLELINK

Printer Information from Apple Computer Company by Cathleen Merritt, Editor

[Authorized Apple dealers have access to technical support information from Apple Computer through an on-line system called "AppleLink". The NAUG Forum publishes items of interest to AppleWorks users that appears on the AppleLink system. See your Apple dealer for more information about items discussed in this column. (We appreciate the assistance of The Learning Center, a full-service Apple dealer in Ann Arbor, Michigan in providing information for this column.)]

Apparently NAUG members aren't the only ones who have problems with printers. This month's "Notes from AppleLink" focuses on information from Apple Computer about using different printers with their systems. These AppleLink articles are detailed and technical. If you have one of these printers or are experiencing difficulties similar to those outlined in these AppleLink items, contact your local Apple dealer to see the complete item that appeared on The Link.

(NOTES FROM APPLELINK,
Continues on page 4)

(NOTES FROM APPLELINK,

Continued from page 3)

Using the HP Laserjet Printer with AppleWorks and the Apple IIe:

The HP Laserjet printer can be connected to the Apple through an Apple Super Serial card using a male to female standard RS-232 cable. The Super Serial card switches should be:

SW1: 1-ON, 2-ON, 3-ON, 4-OFF, 5-ON, 6-OFF, 7-OFF
SW2: 1-OFF, 2-ON, 3-ON, 4-OFF, 5-OFF, 6-ON, 7-ON

Tell AppleWorks you have a custom printer and set the specifications as follows:

- | | |
|-------------------------|-----|
| 1. Needs line feed: | YES |
| 2. Accepts top of page: | YES |
| 3. Stop at end of page: | NO |
| 4. Platen width: | 8 |
| 5. Printer codes: | |

Characters per inch:	12
Underlining:	
"Printer has start/stop underline commands."	
Underline begin:	Control-I 1 D
Underline end:	Control-I 7 P ESCAPE

You can probably add more printer control codes, but the AppleLink item provides no further information.

AppleWorks with the NEC Pinwriter P2 printer and the Apple IIc computer:

This item lists the control codes that must be entered when you configure the NEC Pinwriter as a custom printer within AppleWorks. It also provides the correct switch settings to use on the NEC printer. If you have a NEC P2 printer or are having difficulty installing any NEC Pinwriter with AppleWorks, ask your dealer for the AppleLink item that appeared on July 9, 1985.

Form feed problems with non-Apple printers:

AppleWorks' top-of-form command sometimes does not work properly with some third party printers, including the Juki printer. If your printer ignores AppleWorks' top-of-form command, try the following procedure:

1. Check the printer's top-of-page and lines-per-inch switch settings.
2. Change AppleWorks' "Accepts Top of Page" to NO.
3. Turn off the printer.
4. Align the print head so it is approximately 1 inch from the top of the page.
5. Turn on the printer.
6. Proceed as usual.

Consider changing the top-of-page command to "NO" whenever you have problems getting printers to accept

top-of-forms commands. When the top-of-page command is set to "NO", AppleWorks sends out line feeds to simulate a top-of-page command. Since all printers accept line feeds, and since AppleWorks counts the correct number of line feeds to transmit, most printers will work with AppleWorks if you set the top-of-page command to "NO".

PRINTER PRIMER

CORRECTING PRINTER INTERFACE CARD PROBLEMS AND ELIMINATING UNWANTED CHARACTERS ON PRINTOUTS

by Warren Williams

Last month's "Printer Primer" described how to install a custom printer within AppleWorks. This month I'll describe how to control another variable in the AppleWorks printing chain; the printer interface card.

The usual indication that you have a printer interface card problem is the appearance of unwanted characters on your printout; characters that are not in your file and do not appear on your screen.

The two types of unwanted characters are:

1. a few characters that appear at the top of the first page of every document you print, and/or
2. one or two characters that appear at the beginning of every printed line.

These problems are often accompanied by "funny" printing from the printer. For example, the printer will print in very large or very small characters. However, the clue that you have a printer interface problem is the extra characters that appear on your printout. If you solve the interface card problem, the "funny" printing usually goes away.

The unwanted characters at the top of the first page of your document are the "setup string" characters sent by AppleWorks. They are sent at the beginning of every document to tell the printer interface card the codes it needs to initialize itself. The AppleWorks default is to send the code Control-I 80N; the initialization string required by Apple interface cards. But some interface cards don't need the 80N, and some cards require a setup string of Control-I 0N, or no setup string at all. That explains why "80N" prints at the top of the page. If your interface card doesn't need the 80N, it passes those characters to the printer thinking they're the beginning of your document...and your printer dutifully prints them on the page.

HOW TO CORRECT THE "80N" PROBLEM

Version 1.1 of AppleWorks did not work properly with a number of interface cards and Apple released a "patch" to correct some of the problems. However, if you have version 1.1, you should get version 1.2 or 1.3 (1.3 is current; you might as well get that one). Version 1.2 is a free upgrade because it corrects problems in the original AppleWorks program. Version 1.3 adds some features (for example, it supports Apple's 800K, 3-1/2 inch Unidisk) and costs \$20, although some dealers are giving the version 1.3 upgrade to AppleWorks owners who make purchases. Remember to take your original AppleWorks program disk to your local dealer.

If you are using version 1.2 or 1.3 and have a problem with characters printing at the top of your document, you probably have a non-Apple printer interface card.

Of course, the way to eliminate the printer initialization string problem is to set up AppleWorks so it sends the correct initialization string.

If your interface card is receiving a changeable initialization string, AppleWorks gives you the capability to change that string. You'll find the option that takes you to the interface card initialization screen on the printer control codes menu. (Those of us with standard Apple interface cards or IIc's probably never see that option on our printer menus. AppleWorks "knows" we're using a standard Apple setup and doesn't give us the opportunity to change the initialization string.) Select the initialization string option on the menu and you will see a description of the role of an initialization string and a listing of the current string.

Follow these steps:

1. Tell AppleWorks you want to change the initialization string and replace the Control-I 80N with Control-I 0N (that's a zero, not the letter "O").
2. Turn the power to your printer off and then back on again. That will put your printer back at its standard settings.
3. Return to your document (using Control-Q) and try printing your document again.

[Note to RAM card owners: If you have a RAM card such as the RamWorks, Checkmate or Legend Industries cards and loaded the print drivers into RAM, you'll have to return to the Main Menu, quit AppleWorks and reboot the program to get the modified print driver into memory. Otherwise AppleWorks will correct the disk version of the initialization string, but not the version that is already loaded into your RAM card. If you try printing now, AppleWorks will use the old version of the printer program that is in memory, not the version containing the new initialization string that's on your disk. So quit AppleWorks from the Main Menu. If you reboot from

within the printer modification area, you risk exiting the program before AppleWorks writes your initialization string change onto the program disk.]

Your document should now print correctly and the 80N on the first line should disappear. But in some cases, the "80N" will be replaced by "0N". If that happens, you have to eliminate the initialization string completely. To do that:

1. Return to the Printer Codes menu.
2. Tell AppleWorks you want to change the initialization string.
3. When the initialization string screen comes up, don't enter any codes. Instead, type a Shifted-6 to indicate you are done entering the initialization string.
4. Once again turn the power to your printer off and back on again.
5. Return to your document and try printing again (RAM card owners- remember to reboot AppleWorks after returning to the Main Menu).
6. Try printing your document again...this time it should work.

How to Eliminate Unwanted Characters at the Beginning of Each Line:

For some reason, AppleWorks sends the "characters per inch" code to the printer at the beginning of every line. The extra characters you see at the left edge of the printed page are those control codes that are not being processed correctly by your printer. Either they are the wrong codes or the incorrect initialization sequence for the interface card is confusing the printer.

These characters often disappear when you correctly configure the interface card as described above. However, if these characters still appear, you will have to enter your printer as a "custom printer" (yes, even if it's on the printer menu) and change the control codes that specify the characters per inch for your printer. Those codes are listed in your printer manual. See last month's Printer Primer for help adding a custom printer to your system.

AppleWorks allows you to enter control codes for print sizes between 4 and 24 characters per inch. But most printers do not support all those different sizes, so only enter the codes for the print sizes available on your printer.

If you enter the correct interface card setup string and printer characters per inch codes, you'll usually eliminate those unwanted characters at the top and left edge of the printed page...but there are so many variables interacting here that I won't take any bets!

USING APPLEWORKS WITH A HARD DISK

USING APPLEWORKS WITH A HARD DISK

by Mike Drumm

AppleWorks performs extremely well in either a single user or a multiple user hard disk environment. For example, school computer labs are especially well suited for using AppleWorks on a hard disk network. Apple Computer should be contacted about the necessary licensing agreement required before you attempt to install AppleWorks on any multiple user network.

In this article I will:

1. describe the advantages and disadvantages of installing AppleWorks on a network. Many of these advantages are also available on a single-user hard disk system, and
2. describe how to patch the BASIC.STARTUP file so AppleWorks appears as an option on the main menu of a Corvus network.

The major ADVANTAGES of AppleWorks on a hard disk system are:

1. The AppleWorks program loads much faster from a hard disk than from a floppy disk. The speed of operation of the hard disk system makes it appear as if the entire program is in memory at one time.
2. Multiple copies of the AppleWorks diskettes are unnecessary. The problems of duplicating, distributing, protecting and collecting the software are eliminated.
3. The startup disk and the program disk are combined into one volume on the hard disk. This eliminates the need to use one or more disks to start AppleWorks. All you have to do is press the RETURN key when the boot screen appears.
4. AppleWorks data files load and store up to three times faster with a hard disk system.
5. Two diskette drives are not required with a hard disk system. One floppy diskette is recommended so users can save their files on their own data disks. However, you could run AppleWorks without any floppy disks at all.
6. If a print spooling utility is attached to the hard disk system, multiple workstations can print concurrently using a shareable printer. Word processing, data base, and spreadsheet files can all be printed on the network.

7. In an educational setting, teacher-prepared examples and class exercises can be stored in a library volume for student access in a read only format. The students can load the library files for examination and completion but they cannot delete or alter the library files.

8. The network coordinator could maintain a library of files that are available for all users. This makes it convenient for users to gain access to their templates and other files.

9. Users can share their data files with each other. In an educational setting, the teacher can "collect" assignments without storing student floppy disks.

10. The coordinator can spend more time helping new users master the concepts of AppleWorks rather than controlling and scheduling the resources of the lab.

11. User satisfaction with AppleWorks significantly increases due to the increased speed and flexibility of the hard disk system.

12. The overall cost of a laboratory can be reduced by requiring only one disk drive per station and sharing the printer. The net cost of a laboratory may be lower with networked workstations than with conventional stand alone units.

The DISADVANTAGES of using AppleWorks on a hard disk system are:

1. To prepare a word processor file for printing on a hard disk system with a shareable printer you must first save the file to disk as an ASCII file with all the embedded print commands preserved. You must add another printer to the system that allows you to "print to disk".

[Ed: The process of configuring this printer is described briefly in my answer to Steve Greene's letter in last month's issue of Forum. We'll publish more about saving formatted ASCII files in future editions.]

2. You must then exit AppleWorks and run the hard disk spool program to send your file to the printer. Data base and spreadsheet files are printed in a similar manner. This is more cumbersome than the familiar Open-Apple P command. However, if a printer is attached to the individual workstations, the normal print commands still work.

Another solution is to save the file to a floppy disk and walk it over to another Apple IIe which has a printer attached to it. You can then print the file with the normal Open-Apple print commands.

3. Students do not learn how to use AppleWorks on a standard, 2-drive Apple system. The startup of AppleWorks on a hard disk is automatic and students are not aware that you must normally insert the boot disk and then the program disk.

4. As with normal AppleWorks, when you exit the program, the user is required to enter a volume prefix and pathname to the next application (usually BASIC.SYSTEM in the user's home volume).

ADDING APPLEWORKS TO THE USER MENU:

When using AppleWorks on a hard disk system you can add AppleWorks to the ProDOS user menu by modifying the BASIC.STARTUP file. By changing line 2550 and by adding line 2655 to this BASIC program, you can add an AppleWorks option to the main menu. Once this has been completed, the user of the workstation simply selects letter "A" and AppleWorks starts automatically.

Here are the modifications to the BASIC.STARTUP file:

OLD LINE 2550

2550 VTAB 8:PRINT:PRINT "YOUR OPTIONS ARE:"

NEW LINE 2550

2550 VTAB 8:PRINT:HTAB IN:PRINT "A - START
APPLEWORKS"

NEW LINE 2655

2655 IF P\$="A" OR P\$="a" THEN PRINT CHR\$(4);"/
APPLEWORKS/APLWORKS.SYSTEM"

[Ed: "APLWORKS.SYSTEM" (with one "P" and no "E" in
APPLEWORKS") is correct.]

A copy of the modified BASIC.STARTUP system program should then be placed in each workstation's home volume on the hard disk. On a typical classroom network, three user volumes will be assigned to each workstation. One volume will be the users' home volume, one volume will be the teachers' library volume, and the last volume will be the AppleWorks volume. (This is where the AppleWorks boot disk files and the program disk files are stored.) If space permits, each volume may also have a separate AppleWorks data volume.

The operation of AppleWorks on a network is identical to using AppleWorks on a floppy disk system with the exception of inputting and outputting data files. The procedure followed to add files and write files on a network can be adjusted to meet your particular desires. This is accomplished by defining the slot and drive numbers to the hard disk volumes assigned to a user. For instance, if a data volume on the hard disk was assigned to drive 2, the operation of the system would appear just as if you were using a 2-drive floppy disk system. However, for the user to save or load a file from an attached floppy disk drive, the user would have to select the "different disk" option on the "Add Files" menu of AppleWorks and then supply a pathname to the diskette.

In summary, using AppleWorks on a hard disk system greatly enhances the system's performance without

sacrificing any of its capabilities. The classroom laboratory is an ideal setting for its use in a shareable environment.

[Ed: Mike Drumm is Coordinator of User Support Services for University Computing at Eastern Michigan University and is a former Apple employee. He recently installed AppleWorks on a Corvus Network at Eastern. You can reach Mike at EMU or through his Compuserve mailbox, 72467,2070.]

NEXT MONTH'S Forum

- Δ Recovering lost space on an AppleWorks disk.
- Δ Comparison of three spelling checking programs.
- Δ Using a RAM disk to speed up operation of AppleWorks accessories.
- Δ Controlling indented paragraphs in the word processor.
- Δ Printer Primer: Getting italics in AppleWorks.
- Δ ReportWorks: What does it do?
- Δ Novice Notes: A new series for beginners.
- Δ ...and lots more.

WORD PROCESSOR TIPS

SAVING STANDARD FORMATS AND BOILERPLATE TEXT

by Warren Williams

Some word processing programs have a feature I miss in AppleWorks; the ability to "memorize" repeatedly used strings of text and "play them back" whenever you want. That capability can save dozens of keystrokes.

For example, think of all the times you put your return address at the top of a letter. To do that, you probably tell AppleWorks to center the text. Then you key in your name and address. Wouldn't it be nice if AppleWorks could memorize that sequence of 30-40 keystrokes and "play it back" whenever you wanted?

Well, it can. One way to get these different commands and keystrokes memorized is to buy an AppleWorks add-on program such as AutoWorks or MacroWorks. Those programs are capable of storing keyboard "macros". (A "macro" is a string of keystrokes that is memorized by the computer and "played back" whenever you issue a particular command.)

[Ed: We'll publish reviews of AutoWorks and MacroWorks in a forthcoming issue of the Forum.]

(WORD PROCESSOR TIPS, Continues on page 8)

(WORD PROCESSOR TIPS,
Continued from page 7)

Here's a different technique that works and does not require you to modify your AppleWorks program or learn additional commands:

1. Tell AppleWorks you want to create a new word processor document; name it "Heading".
2. Enter all the commands and text you usually put at the beginning of a letter. In my case it's:

-----Char Per Inch: 12
-----Platen Width: 8.5
-----Centered

Warren Williams
Eastern Michigan University
Department of Teacher Education
Boone Hall
Ypsilanti, Michigan 48174

-----Unjustified

3. Save that file on a blank formatted disk.
4. Save as many headings as you want under different file names. For example, I have headings with my home address, my office address, and headings that set up the top of a page when I want to write in memo format. In addition, I've created separate files that contain different closings for letters and paragraphs of text I use repeatedly (e.g., paragraphs I use in letters of recommendation for students). (Text you use repeatedly is called "boilerplate"...but don't ask me why. Anyone out there know the origin of that term?)

Save each paragraph of boilerplate under a different file name. The disk containing these files becomes your "master" disk.

5. Put these files on every AppleWorks data disk. From now on, whenever you need a new data disk for AppleWorks files, use a disk copy program to make a copy of your "master" disk instead of formatting a blank disk within AppleWorks.

[Ed: See "QUICK BACKUPS" in this issue of the *Forum* for a fast way to copy these master disks.]

Using saved formats:

Here's the procedure to follow when you want to get your letterhead onto a new letter:

1. Instead of telling AppleWorks you want to create a new document for the word processor, tell it you want to get a file off the disk.
2. Select the "Heading" file. That will put the letterhead on the screen.
3. Use the Apple-N command to rename the document...otherwise it will over-write your "letterhead" template when you save it.

[Ed: Hal Heidtman suggests that if you know how to use the System Utilities disk, you can lock the files you don't want deleted from the disk.]

4. Write the rest of your letter...and save it under the new name.

Using "boilerplate":

Here's the procedure to follow to use the "boilerplate" paragraphs and other files on the master disk:

1. Load all the files containing the boilerplate you need onto the desktop.
2. Start a new document either by creating a new file or by using a "heading" file that is on your disk.
3. Type your text normally. When you're ready to insert the boilerplate, use the Apple-Q command to move to the file that contains the paragraph you want to insert in your document.
4. Use the Apple-C command to copy the boilerplate to the clipboard.
5. Use Apple-Q to move back to your original document.
6. Use the Apple-C command to copy the boilerplate from the clipboard to your document.

These procedures aren't fancy, but they work. An excellent presentation of how to set up format files appears in Chapter 2 of "Practical AppleWorks Uses" by David K. Simerly (Sybex, Inc.).

[Dr. Williams is a professor at Eastern Michigan University in Ypsilanti, and is a frequent contributor to the *Forum*.]

DATA BASE TIPS

USING DATES IN THE DATA BASE

by Wayne Esch

If you've read your AppleWorks manual, you know that the program recognizes certain "magic" words when you set up your data base categories. For example, if you use the word "date" as part of a category name, AppleWorks checks to determine if you've entered data that looks anything like a date. If it finds data such as March 23, 1986 or 3/23/86 or 3-23-86 it converts the entry to a common format: "Mar 23 86". AppleWorks then gives you the option of arranging your records so they are in chronological order based on the date field. But remember, you must use the characters "d-a-t-e" as part of the category name.

When entering data into the date field, the temptation is to always type a complete date. But Appleworks also

recognizes dates if the year is omitted. For example, if you enter March 23, it still has the power to sort the data chronologically. However, it now puts all of the January dates before all of the February dates, no matter what year that date reflects.

But why would you ever want to omit the year? Because there are times when you want the records to be arranged chronologically *within* a year, not *across* years. For example, I always omit the year of birth when I enter the birthdates of friends and relatives into a data base. If I include the year and then use the "Arrange" (Apple-A) command to put the records in chronological order, someone born on April 1, 1943, will appear earlier in the list than someone born on January 1, 1947. If I leave off the year of birth, the "Arrange" (Apple-A) command will put everyone in correct order throughout the year. If I want to identify friends or relatives with birthdays during a particular month, I can use the "Find" (Apple-F) or "Record Selection Rules" (Apple-R) command.

So, when entering data into your data base, be conscious of whether or not you want to enter the year. If you put the year into the field you will be unable to sort your records by month. If you need the year, you can always put it in a separate field.

[Wayne Esch is Project Manager for MDSI, the world's largest producer of software for numerical control tools.]

KEEP THE ORDER IN THAT DATABASE

by Hal Heidtman

Have you ever sorted the records in a database and found that you wanted to get those records back into their original order? Here's a trick to let you restore your records into the order in which they were originally entered.

When you define your data base, add an extra category that can be used to record an entry number. Assign a sequential number (starting with the number one) to each record as it is entered into the file. The category can then be used with the "Arrange" command to restore the records into their original order.

Similarly, if you want to temporarily re-sort your records into some unusual order, you can add a category and use that category to assign numbers to individual records based on any criteria you choose. That allows you to maintain any special arrangement of the records in your database files. If you add a category, you'll lose all your layouts and reports. If that's unacceptable, make a backup copy of the data base file and add the new category to that backup copy. That will leave all your custom layouts and reports intact on your original file.

[Hal Heidtman is an Associate Principal at Anthony Wayne High School in Whitehouse, Ohio.]

BULLETIN BOARD NEWS

LOGGING ONTO THE NAUG BOARD

by Richard Lewandowski

AppleWorks BBS Sysop

NAUG BBS Phone = (313) 482-8090

(300 or 1200 baud)

Imagine that you logged onto "The Electronic Forum and NAUG" BBS and waited a few days for your account to be validated. Now you are ready to explore the features of the board, find specific information or useful templates, and get answers to your questions and problems.

The second time you log onto the board you will notice that your Main Menu options changed since your first visit. When your account is validated you gain access to a more detailed menu. Choosing 'A' from this menu lets you select from the AppleWorks general, word processing, data base, spreadsheet, and after market product bulletin boards, general files, or programs and templates that can be "downloaded" to your Apple.

You can also access these areas directly at the "Command (?=help)" prompt. Issue the command B(x) for bulletin boards, G(x) for general files, or X(x) for downloadable programs and templates. (x) represents the following areas:

(6) General AppleWorks, (7) AppleWorks Word Processing, (8) AppleWorks Data Base, (9) AppleWorks Spreadsheet, (10) AppleWorks After Market Products.

So entering B6 in response to the "Command (?=help)" prompt will take you to the General AppleWorks Bulletin Board.

In the bulletin board sections you can read messages, post questions or comments, or follow a "conversation" on a subject of interest. All commands can be given directly at prompts or you can obtain help by typing a question mark. During your first visits you may wish to print out the various menu listings and keep them nearby for operating efficiency.

The 'G'eneral files are usually text files containing information about specified topics. Spreadsheet, data base or word processing files that require accuracy in transmission are kept in the 'X' change area with several transmission protocols available.

Although we hope you will upload files you wish to share with members, you will probably first want to view the listing of what is available for you to copy from the board.

*(Bulletin Board News,
Continues on page 10)*

(**BULLETIN BOARD NEWS**,
Continued from page 9)

Choose from the menu listing items that suit your needs and the BBS will prompt you at the appropriate time to open your buffer to receive the download. If you do upload contributions to the system, leave a short note for the sysop with the name of the file you left, the subject area and a short summary of the contents.

Next month I will describe some of the files presently available on the board and the specifics of uploading and downloading AppleWorks templates and files.

[Ed: Some members asked for references to books they can use to learn about bulletin boards and telecommunications. My favorite is the immodestly titled "The Complete Handbook of Personal Computer Communications" by Alfred Glossbrenner published by St. Martin's Press, 175 Fifth Avenue, New York, N.Y., 10010. Get the second edition (\$14.95).

If you are going to use Compuserve, I recommend "How to Get the Most Out of Compuserve (2nd ed.) by Bowen and Peyton.]

NAUG Seminars

NAUG sponsors half-day AppleWorks seminars in various locations throughout the country. The next seminar is scheduled for Saturday, November 1, 1986, from 9 A.M. to 1 P.M. at the Holiday Inn - Riverview, in downtown Toledo. Dr. Warren Williams of Eastern Michigan University will present "**AppleWorks: Beyond the Basics**"; a presentation that describes AppleWorks tricks and techniques to help you get more from the program. Dr. Williams is a frequent contributor to our newsletter and has presented AppleWorks seminars throughout the country.

Seminar costs:

	NAUG members	Non- members
Before October 20th	\$40	\$45
After October 20th	\$50	\$55

(including on-site registrations)

For more information write:

AppleWorks Seminars
National AppleWorks Users Group
Box 87453
Canton, Michigan 48187

NAUG is considering offering weekend AppleWorks educational seminars at popular resorts such as Aspen and Fort Lauderdale. If you would like to be put on our mailing list for these seminars, please write to "Weekend AppleWorks Programs" at the NAUG postal box. Discuss the tax consequences of these seminars with your tax advisor.

PORTABLE APPLEWORKS

by David Honigstock

I thought my fellow **NAUG** members might like to know how I'm writing this article on my Apple IIc using AppleWorks...at 35,000 feet on my way to California. Of course, the same system works at public parks, on your deck or sailboat and at other times when you want to be portable.

There are three components to my portable system:

1. An Apple IIc with a Checkmate Technologies RAM card installed.
2. A Prairie Power battery pack.
3. A C-Vue LCD display.

I purchased these components from my local dealer, but they're also available direct from Roger Coats [Ed: Roger Coats advertises the portable IIc regularly in *A+* and *InCider*]. The entire setup costs approximately \$775 if you already own an IIc. That's a lot less than buying an IBM Convertible and an integrated package as powerful as AppleWorks, but is significantly more than the \$250 asking price for a used laptop such as the Radio Shack Model 100.

Here are my thoughts about the various components in the system.

The Checkmate Technologies card:

Apple designed the IIc as a "closed" system; you are not supposed to be able to add devices inside the IIc. However, at least three companies (Checkmate Technologies, Advanced Engineering and Legend Industries) produce RAM cards that upgrade your IIc to contain as much as 1 megabyte of RAM. All three products come with software to allow the computer to store all the AppleWorks modules in RAM and to use the remaining RAM to store AppleWorks documents. The large memory and the capability to store all the AppleWorks overlays in RAM offers four advantages:

1. There are no delays for disk access after the program is loaded.
2. You do not need a disk drive for the AppleWorks program disk. That allows you to operate comfortably using only the single disk drive built into the IIc.
3. There is more room in memory for AppleWorks files. On my system, with a 512K Checkmate Technologies card installed, I have a 425K desktop when all the AppleWorks modules are loaded into memory.

4. If you don't need a 425K desktop, the expanded memory cards come with software that lets you configure part of the memory as a RAM disk. You can then install the Pinpoint spelling checker into memory; the only way I find that program works effectively.

Somewhere down the line I'll write a separate review of the Checkmate Technologies card in my IIc; it does a lot more than speed up AppleWorks and make the IIc convenient as a portable machine. At first I wondered why I'd want the card; now I wouldn't be without it.

Prarie Power Pack:

The portable power pack consists of three components:

1. A gell-cell battery. While the gell-cell battery is heavier than a nickel-cadmium (ni-cad) battery, the gell-cell is preferred. The gell-cell gives lots of warning when it's running out of electricity. The ni-cad "dies" suddenly, giving you no opportunity to save your files on disk before the unit runs out of power.

The battery sits in its own small case within the attache-sized Prarie Power case...it can be easily removed and set next to the computer.

2. A recharger unit that consists mostly of a power supply that plugs into the wall.

3. A case that accommodates the battery, charger, Apple IIc, flat screen and a couple of blank disks.

The Prarie Pack weights about 11 pounds. It's heavy to carry around, but comes with a carrying strap that makes it more "luggable". In use, the battery pack sits on the floor or on a table and is connected by a cable to the power input port on the IIc. The IIc sits on your lap or on a table.

The battery in the Prarie Pack takes six to eight hours to charge fully and can be charged while you use the computer. In fact, the system serves as a poor man's version of an uninterruptable power supply when you're working in an area that has unreliable electrical service.

C-View Display:

The C-View screen is an LCD display that measures 3-5/8 inches high and 9 inches wide. Those measurements are slightly out of proportion to the standard CRT display. While the screen shows a full 80 character by 24 line display, the picture on the C-View is somewhat distorted ("squished" is a more descriptive term).

As with most early LCD displays, the quality of the image on the C-View screen depends on the lighting conditions available when you use your Apple. Under ideal conditions (a bright bulb directly over the computer) the screen is legible and usable and is infinitely better than the LCD introduced by Apple Computer. Under less than

ideal conditions, the quality of the display deteriorates rapidly and the screen sometimes becomes unusable. However, the screen provides two adjustments to help you maximize the available light: (a) It tilts to help you avoid reflections, and (b) there is a small dial on the side that lets you adjust the viewing angle of the screen. That allows you to take maximum advantage of the LCD's limited range of angles from which the screen can be read. (This limited viewing angle provides a degree of privacy when you're in public; the screen is totally unreadable unless you're within its relatively narrow angle of view.)

Unfortunately, the C-View screen remains the weak link of the portable system, particularly in less than ideal lighting conditions. However, the system is readable under direct indoor lighting or outdoors if you can avoid the reflections off the screen.

Recommendations:

After using this system for four months, I offer the following suggestions:

1. An extended memory card speeds up AppleWorks and makes it more convenient to use with the add-on programs that are available. I'd recommend an add-on memory of 512K to all AppleWorks users. My experience with the Checkmate Technologies card has been favorable, although I also hear good reports from owners of the Applied Engineering card.

2. If you want a portable system and don't have to be AppleWorks compatible, look at some of the laptop computers on the market. It will cost at least \$775 to upgrade your Apple IIc. If you want portable operations for word processing and spreadsheets, consider the Radio Shack Model 200 or one of its competitors. The Model 200 has a better screen than is presently available for the Apple, a 300 baud modem, serial and printer ports, and adequate software on ROM chips. It's easy to take the Radio Shack on the road and transfer your files over to AppleWorks when you get home. The Radio Shack unit costs less than \$700 from authorized discounters; check "80 Microcomputing" for advertisements.

If you're doing primarily word processing and are on a tight budget, consider the Radio Shack Model 100. It has a small screen (8 lines of 40 characters), but you should be able to find used units for \$200-\$250. The Model 100 also includes a modem, serial and printer ports.

[Ed: The NAUG Forum will include an article on how to transfer files from a laptop into AppleWorks in a future issue.]

(PORTABLE APPLEWORKS,
Continues on page 12)

(PORTABLE APPLEWORKS,
Continued from page 11)

3. If you need a portable system and want to remain AppleWorks compatible, wait a couple of months. Roger Coats will soon introduce a backlit version of the C-Vue screen that should be far superior to the current product. In addition, a screen from Ator promises to be better than the non-backlit C-Vue and should appear on the market sometime in early fall. At its earlier advertised price of \$595, the Ator screen's price may be prohibitive; but it's worth a look.

[Ed: Roger Coats indicates that present owners of the C-Vue screen will be able to retrofit the backlight unit onto their screens. For more info, contact Roger at 1-800-GET-CVUE.]

[David Honigstock uses AppleWorks to help him sell industrial products. He lives in Beaverton, Oregon.]

FROM THE NAUG LIBRARIAN

by John Denzer

Last month I described the purpose of the **NAUG** public domain library and how to submit templates for the library. This month I will describe the organization of the **NAUG** public domain library disks.

Templates in the **NAUG** library are identified into one of four main categories: Business, Education, Home, and Miscellaneous. Each area is divided into three sections: data base, word processing, and spreadsheet applications. At present each Business, Education, Home and Miscellaneous disk contains data base, word processing and spreadsheet templates. As our library of files grows, these disks will be reorganized so one disk will contain data base templates for business, one will have word processing templates for business, another will contain spreadsheet applications, and so forth.

Let's look at some possible ideas for templates that are already in the **NAUG** collection or that you might submit to our library.

As a teacher I can think of many applications for AppleWorks spreadsheets. One of the most commonly used spreadsheets in education is the gradebook. A recent issue of InCider Magazine described a gradebook spreadsheet that was limited to tests. It offered many of the features I might incorporate into my gradebook, like dropping the lowest score, but did not include other features, like the ability to include an "effort" component to modify a calculated grade. I have seen many forms of gradebook spreadsheets; each met the specific need of the user. We are trying to develop a comprehensive selection of gradebook templates in the **NAUG** public domain library.

In addition, we are collecting a series of loan amortization spreadsheets. One of my favorites is a short term loan template to be used when purchasing a car. You enter data for the price, interest rate, and term of loan; it gives you an amortization schedule.

One of our members created an interesting data base application that might serve as a useful template. He created a list of the major attractions in cities he was visiting on a vacation trip. He used that data base to help him plan a route for the trip and the duration of stay in each of the cities. The AAA's guidebook was the main source of information for the data base file. We are considering using this idea to develop a comprehensive data base of attractions in the United States; I'll describe that project further in a future article.

Some of you may wonder what kind of templates you could have for the word processor. The main application for word processor templates is for form letters. How many times have you wanted to write a complaint letter to a company and didn't quite know how to phrase it? We must have someone out there with the perfect complaint letter, that could become a template. This could also be done for documents we don't feel qualified to write ourselves: e.g., leases and overdue payment letters.

This should start you thinking of the templates you already use, ideas for new templates, or templates you don't feel qualified to write. Next month I'll share some template ideas that are already in the **NAUG** library.

Also note that we are in the process of acquiring public domain templates from different Apple users' groups throughout the country. If you know of groups that have a useful collection, please either send us copies of the disks (we'll replace your disks) or information about sources of useful templates.

ORGANIZING YOUR DISK CATALOG

A SHORTCUT

by Dr. Terrel LeCesne

Whenever AppleWorks shows you a catalog of files on your disk, it tries to organize the files in some meaningful fashion. Generally the files are presented in alphabetical order, organized by application. That is, the catalog shows you an alphabetical list of word processor files followed by an alphabetical list of data base files, a list of spreadsheet files and finally a list of "other" files.

There's no quick way in the AppleWorks catalog system to jump to a particular file without scrolling through the disk catalog. But here's a trick you can try to make it easier to find files you use often:

Put an "A" at the front of the file name...for example, a file called "READ ME" becomes "A READ ME". Then the file will appear at the beginning of the Appleworks catalog and you won't have to scroll through a long list of file names looking for your current file. When you're done working on the file, use the Apple-N command to change the name, save it on the disk under the new name, and delete the old file from the disk.

[Dr. LeCesne is Assistant Superintendent of the Romulus (MI) Community Schools, has written for Electronic Learning, and is a former mayor of Inkster, Michigan.]

DISK PROBLEMS

RECOVERING "LOST" APPLEWORKS FILES

by Virginia Morrison

There are two types of AppleWorks users...those who have "lost" AppleWorks files...and those who will.

It's easy to make backups of AppleWorks data disks; you swap disks and do an Apple-S to save your file on a backup disk. Another technique is to use a file or disk copying program to make a quick backup of your data disk. *[Ed: See the article "Quick Backups of AppleWorks Program and Data Disks" in this month's edition of the Forum.]* But, after a while, we get complacent. The Apple disk system is so reliable we begin to take it for granted...until we get the dreaded message "Getting errors trying to read CHAPTER 1 on drive 2." The document is there. We know we saved it and it appears on the disk catalog. But AppleWorks can't read the file.

This problem is usually caused by a "damaged" catalog. The files are on the disk, but the catalog track contains some misinformation that is making it difficult or impossible for AppleWorks to find a portion of your file.

Here's a technique that works for me to recover those "lost" files. The technique is based on the notion that when you copy a file from one disk to another, a catalog entry is written on the new disk. If the catalog track on the original disk is good enough to allow the computer to copy the file onto a different disk, you should be able to recover your file.

Try these steps:

1. Save any files that are on the desktop and quit Appleworks.
2. Boot up a program that is capable of copying files, not disks...you want a program that copies one file at a time. (I use the Ilc Utility Disk that came with my Apple computer. It lets me avoid ProDOS pathnames.)
3. Format a new disk. During the formatting process you'll be asked to name the disk. Do not call the disk APPLEWORKS.

4. Use the file copying program to copy one or more of the files from the original data disk to your new disk. With the Ilc file copying program I can specify "Copy all files".
5. Boot up AppleWorks and put the new data disk in the drive. There's a good chance that the program will now be able to access your files. So far this technique worked all three times I had a problem.

[Virginia Morrison is a principal in The Learning Center, a full service Apple computer dealer in Ann Arbor, Mi.]

[Ed: AppleWorks is fussy about the organization of a disk and can't always locate all portions of a file on a disk. The technique outlined in this article forces the Apple to create a new disk catalog and also reorganizes the files on the disk. As a result, AppleWorks can then locate the files it previously couldn't read. However, this technique will not salvage files that are physically or electronically damaged. You'll know if these files are damaged; your file copying program won't be able to copy them and will "complain". Will some member write about using "Bag of Tricks" to recover those "blown" files?]

SPREADSHEET TIPS

GETTING AROUND IN A SPREADSHEET

by Paul Kacanek

Remember your first spreadsheet? It probably fit on the AppleWorks screen. Moving the cursor around in that spreadsheet was a matter of pressing the arrow keys until you got to the destination cell. But if you're like me, your spreadsheets have grown beyond those simple one-screen models. The ability to move the cursor quickly around spreadsheets takes on increased importance.

Because AppleWorks gives us so many options to help us get around a spreadsheet, it's easy to forget some of our choices. So here's a reminder of ways to move the cursor around a spreadsheet:

1. Press an arrow key by itself to move one cell at a time. Hold it down to move a number of cells.
2. Hold down the Open Apple key and press the arrow key. That moves you to the edge of your screen. Press it again and you move to the next screen. Hold down the arrow key and you'll jump quickly from screen to screen.
3. Use the Find command (Apple-F) to find "Coordinates" and jump to any cell in your spreadsheet.
4. Use the Find command to find "Text" and jump to cells containing particular labels.

(SPREADSHEET TIPS, Continues on page 14)

[Ed: You can type a rarely used character (e.g., an "&" sign as a marker) into an adjacent cell to help you find cells that contain formulae (not text) to which you want to return. Remember to delete the markers before printing your spreadsheet.]

5. Use Apple-1 to jump to the top of your spreadsheet. Apple-9 jumps you to the end of your spreadsheet. Of course, Apple-2 through Apple-8 jump you to intermediate positions on your spreadsheet.

These are simple techniques, but a reminder never hurt.

[Paul Kacanek is Director of State and Federal Program for the Ypsilanti (MI) Public Schools.]

APPLEWORKS BOOKS

by Cathleen Merritt, Editor

A search of the electronic version of Books in Print indicates that there are at least twenty books on the market that are about AppleWorks. Let me know if you are aware of any AppleWorks books left off this list or if you want to submit a review of one of these books. I've made editorial comments after the entries for books I've used.

Aaron, Arthur; Aaron, Elaine "Using AppleWorks." Que Corporation. (1985, 400p., \$16.95).

Andersen, Dick; McBeen, Janet; Gessin, Janice. "AppleWorks Tips & Traps." Osborne-McGraw Hill Book Co. (1986, 250p., \$16.95).

Bolocan, David "Advanced AppleWorks." TAB Books. (1986, 256p., \$16.95 (paperback) \$22.95 (hardbound)).

Campbell, John "Working with AppleWorks." Hayden Books. (No date or length given. \$16.95).

Close, Kenneth "AppleWorks with Advanced Applications: Calc, File, Write & GRAPH." William C. Brown Publishers. (1985, 208p., \$24.95 including diskette, \$13.95 without diskette).

Ericson, Robert "AppleWorks: Tips & Techniques." Sybex. (1985, 373p., \$18.95). [This is an excellent collection of tips and suggestions for intermediate level users of the program. The book is filled with ideas but is not an introductory tutorial for beginners. The author sells an excellent disk of templates to accompany this book.]

Flast, Lauren; Flast, Robert "AppleWorks Applications." Osborne-McGraw Hill. (1986, 125p., \$9.95).

Green, Kenneth; Van Dam, Rika "AppleWorks & III E-Z Pieces: The Tutorial." Dilithium Press. (1985, 256p., \$14.95).

Loggins, Richard "Using AppleWorks: The Complete Guide to Applications." Simon and Schuster. Date of publication not released as of June, 1986).

Matthews, Carole "AppleWorks Made Easy." Osborne-McGraw Hill. (1985, 224p., \$17.95). [An excellent introduction for beginners. This book is a good substitute for the original documentation. Once you're comfortable with the beginnings of AppleWorks you'll want a higher level book for tips, techniques, advanced ideas and applications.]

Pirisino, Jim "Minute Manual for AppleWorks." Minuteware. (Available Dec. 1986, 150p., Price to be announced.)

Rose, Richard "AppleWorks User's Handbook." Weber Systems. (1985, 200p., \$12.95).

Rubin, Charles "Command Performance: AppleWorks." Microsoft. (1986, 480p. \$18.95). [An excellent book for beginners and intermediate level users who have some degree of comfort with computers. Highly recommended. The book has lots of tips and ideas.]

Rubin, Charles "AppleWorks: Boosting Your Business with Integrated Software." Microsoft Press. (1985, 320p., \$16.95). [Rubin teaches you about AppleWorks through application examples. I'd classify this book as a guide for intermediate level users of the program. It is not intended to be used to learn the basic AppleWorks commands.]

Simerly, David "Practical Applework Uses." Sybex. (1985, 313p., \$19.95).

Sloan, Michael "AppleWorks: The Program for the Rest of Us." Scott Foresman. (1985, 320p., \$18.95).

Tamm, R. W. "Applying AppleWorks." Bristen Press. (1986, 179p., \$9.95).

Tymes, Elna "Mastering AppleWorks." Sybex. (1984, 201p., \$15.95). [An excellent beginning to intermediate level book that can teach you AppleWorks and start taking you beyond the basics. The section on integrating the different modules is excellent, particularly for users trying to swap data between the data base and spreadsheet.]

Witkin, Ruth "Personal Money Management with AppleWorks." Hayden Books. (Date of publication not released as of June, 1986).

Witkin, Ruth "Managing with AppleWorks." Sams Books. (1985, \$17.95).

QUICK BACKUPS

QUICK BACKUPS OF APPLEWORKS PROGRAM AND DATA DISKS

by Jerry Waltham

As you probably know, AppleWorks program and data disks are not copy protected; it's easy to make backups of your disks. But I found a little-used utility on my Locksmith disk that lets me back up a non-copy protected disk in less than a minute.

Here are the procedures to get quick backups using Locksmith 5.0:

1. Boot the computer with Locksmith.
2. At the Locksmith Main Menu, press "U" to get to the utilities (use only capital letters with Locksmith)..
3. At the Utilities Menu, press "B" to indicate you want to backup a disk.

Follow these steps if you have Locksmith 6.0:

1. Boot the computer with Locksmith.
2. At the Locksmith Main Menu, press "F" to get the Fast Copy (again, use only capital letters with Locksmith.)

Then insert the disk you want to copy from in drive 1 and an unformatted disk in drive 2. Press the RETURN key when you are ready and Locksmith will format and copy your disk in approximately 30 seconds.

As Locksmith makes your copy, it displays some diagnostic information to help you keep track of the backup process. A series of dots appears in columns on the screen as each track on the source disk is copied. If everything is going well, you'll end up with a screen full of dots. A symbol other than a dot appears if Locksmith has trouble copying one of the sectors on a track. If you get semi-colons, Locksmith "thinks" it has copied the sector correctly. Let the process continue and try your duplicate disk to insure its integrity. If you get any other symbols, Locksmith was unable to copy your disk. Press the ESCAPE key and then the RETURN key to restart the process. If letters appear in inverse video, it usually means that the disk you're copying is copy protected and you'll have to use the more powerful copying routines available on the Locksmith disk.

Watch the screen carefully...about 25% of the time I have to restart the process and try again.

And if it's speed you want, use Locksmith version 6.0 or higher. It takes about thirty seconds to boot the Locksmith disk, format a new disk, and make a copy of your AppleWorks program or data disk.

Jerry Waltham is a member - contributor from Detroit, working as a community organizer.

FREE MEMBERSHIP

Write for the **NAUG Forum**. If your article is published, you will receive a one year extension to your **NAUG** membership. (This offer is not valid for letters to the Editor or short notes.)

ADVERTISING IN THE NAUG Forum

Classified advertising for NAUG members:

NAUG members are welcome to place classified advertisements in the **Forum**. Classified advertisements are offered as a service to **NAUG** members; they are not available for commercial ventures. Advertisements must meet the following criteria:

1. Only individuals qualify for classified advertising.
2. The individual's name, home addresses and telephone number must be included in the advertisement; no postal box numbers or business telephones.
3. No commercial advertising is permitted in the classified section.

Rates: \$25 per advertisement per month.
Advertisements can be up to 25 words in addition to name, address and telephone number.

Commercial advertising:

The **NAUG Forum** is a service to **NAUG** members. Commercial advertisements are accepted only on a space-available basis and will not be allowed to supplant editorial space. Advertising rates, effective August 1, 1986 are:

Full page:	7.5" x 9.5"	\$500.00
Half page:	3.25" x 9.5"	\$275.00
	7.5" x 4"	\$250.00
Quarter page:	3.25" x 4"	\$125.00
Eighth page:	3.25" x 4"	\$ 75.00

NAUG does not have an advertising department and is not equipped to do art work or layout for advertisements. Space is reserved upon receipt of payment in full and must be received in the **NAUG** office at least two months prior to the cover date on the newsletter. Art work must be received in the **NAUG** office no later than 45 days prior to the cover date on the newsletter. Confirmation of space availability will be sent to advertisers upon receipt of payment.

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Computing interests: _____

NAUG shares members' addresses with other users groups & selected vendors. If you do NOT want to receive mail from these agencies, please check here: ☐

Check all which apply:

___ Membership: \$24 (*Forum* mailed 3rd Class)

___ 1st Class (to U.S. & Canada): \$10*

___ Surface Mail (outside U.S. & Canada): \$10*

___ Air Mail (outside U.S. & Canada): \$25*

* In addition to NAUG membership

**Send this completed application AND
your payment. Total Enclosed: \$_____**

MEMBER INFORMATION

The *National AppleWorks Users Group* (NAUG) is an association that supports AppleWorks users. The group provides assistance to members and information about the AppleWorks program and applications of the program. Our primary means of communication with members is through the monthly newsletter entitled the *NAUG Forum*.

COSTS & FEES

All fees are payable only in U.S. dollars.
Payment must accompany your order:

NAUG Membership--one year--includes

bulk rate mailing of newsletter to addresses in the U.S. and Canada	\$24
First class mailing of newsletter to U.S. and Canadian addresses	\$10*
Surface mailing of newsletter outside of U.S. and Canada - delivery not guaranteed	\$10*
Airmail delivery of newsletter outside of U.S. and Canada	\$25*
Public Domain Disk Catalog (when available)	\$7
Public Domain Disks (includes postage in U.S. and Canada):	
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